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The purposes of this study were (1) to determine the present status of library services in the state institution of Nebraska, (2) to examine the extent to which resources from outside agencies are being used, and (3) to prepare a report to aid in developing a state plan for improved library services to institutions. Included in the survey are penal and correctional institutions, mental institutions, medical facilities and homes, and educational institutions. Information for the study was gathered by preparing extensive background reports on each institution and by sending questionnaires to and making visits to each library. The general conclusion of the report is that library services in institutions need additional planning, reorganization, and adequate financing. Nine major recommendations for improved service are given. (CC)

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OF

EXISTING LIBRARY SERVICES

IN

NEBRASKA STATE INSTITUTIONS

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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FOREWORD

This study marks the beginning of services to state institutions which in reality is a continuation of services which the Nebraska Public Library Commission provided to Nebraska State Institutions from 1911 to 1931.

In those twenty years the Commission provided an institutional library consultant, purchased and processed books for the institutional libraries which it helped to establish, and trained personel to work in these libraries. The service was discontinued by the Legislature in the drought and depression years. The libraries in some of the institutions disappeared and in the interim various attempts to establish libraries have been made.

A study of existing library services in Nebraska State Institutions and a study of population trends in state institutions were regarded by the Advisory Committee for Institutional Library Service and the Nebraska Public Library Commission as prerequisites for planning for library improvements stimulated by federal funds available under Title IV A of the Library Services and Construction Act.

INTRODUCTION

"Standards for Library Functions at the State Level" affirms the official relationship between state library agencies and institutional libraries. The relationship includes both initial development of institutional libraries and their continual guidance.

National concern for library service to residents of correctional institutions, hospitals, and special schools operated or substantially supported by the state is embodied in the amendment, Title IV A, to the Library Services and Construction Act of 1956, which the Congress made in 1966.

Library service to this segment of the population is an integral part of the Nebraska plan for statewide library development. A study of the characteristics of the institutions, an assessment of their present libraries and their needs is the logical first step in formulating plans for more adequate library service.

SCOPE OF THE STUDY

1. To determine the present status of library services in the state institutions of Nebraska.

2. To examine the extent to which resources from outside agencies are being used.

3. To prepare a written report which presents factual information that will be of assistance to the professional staff of the institution, to the state officials who have responsibility for institutional services, and to committee members charged with developing a state plan for improved library services to the institutional population.

METHODS OF PROCEDURE

The Study of Existing Library Services in Nebraska State Institutions, conducted under the sponsorship of the Nebraska Public Library Commission, received the full cooperation and support of the Department of Public Institutions, the Department of Education, the Public Welfare Department, and the professional staff members within the individual institutions.

During the months of April and May, 1967, three steps were taken to provide information that would be of assistance in the preparation of the written study. These were:

1. Gathering background information on each institution. Mrs. Carol Miller, Secretary, Nebraska Penal and Correctional Complex, prepared a report which included information on the characteristics of the institutional community, the work assignments, and the educational and recreational program.

2. Mailing a questionnaire titled "Information Sheet" to each institution.

3. Visiting the institutions for the purposes of examining the library facilities and conferring with the administrators of the institution, educational directors, staff doctors, librarians, members of library committees, and other key personnel. The visiting team consisted of Miss Harriet Lute, Supervisory Consultant, Nebraska Public Library Commission, and Miss Phyllis Hochstettler, Consultant on School Libraries, Oregon Department of Education. Miss Louise Nixon, Executive Secretary of the Nebraska Public Library Commission, accompanied the team on some of the visits to institutions.

From the materials and information available, the following Study of Existing Library Services in Nebraska State Institutions has been prepared.

SUMMARY OF STUDY

Institutional libraries in Nebraska are as varied and distinctive as the institutions of which they are a part. However, the Study has revealed many areas of common strengths and weaknesses, alike problems, and similar goals.

It is most heartening and reassuring to know that every institution has dedicated staff members who believe in their work, have concern for the needs of people, and are interested in improving library service in their respective communities. Several of the institutions utilize the competencies of their staff by appointing a library committee to assist in the evaluation and selection of materials and to serve in an advisory capacity in the development of long range plans.

In general, the staff libraries are superior to the patient and inmate libraries, as some funds have been made available for professional materials for the staff while many of the patient and inmate libraries have practically no funds available for library materials. The patient and inmate libraries have, for the most part, had to depend on gifts, donations of money, and the ingenuity of the personnel responsible for the library. The books received as gifts are usually not those best suited for institutional use for they do not meet the specific needs of the users. The libraries do not have balanced collections and, without exception, are in need of weeding of inappropriate, mutilated, worn and obsolete books.

Some of the institutional libraries have used outside agencies to supplement their resources such as the local public library, the Nebraska Public Library Commission, and the Bureau of Audio-Visual Instruction.

The school libraries in the institutions providing schools have been able to improve their collections in the past two years through the use of federal funds available under the Elementary and Secondary Education Act.

Recent non-fiction titles and current basic reference books are found in very few institutional libraries. Audio-visual equipment is rather generously provided, but there is a need for additional materials to make full use of such equipment.

Seven librarians in the sixteen institutions studied have had some formal Library Science training. Most of these are in libraries where the requirements of school accreditation have made such personnel mandatory. In the others, library duties are performed by untrained staff members or by inmates under the general supervision of the Director of Education or the Director of Recreation.

With a very few exceptions, circulation is the only service offered. Service to the wards appears to be intermittent and casual. There is little attempt to publicize the library through the use of attractive bulletin boards, book lists, and items in the institutional newspapers.

Without professionally trained personnel, such services as readers' guidance and book discussion groups are difficult. Concern was expressed by several Educational Directors about the welfare of the inmates and patients released from the institutions unless they develop constructive interests to fill leisure time. A good library program which also provided orientation with the local public library would be one way of helping solve the problem.

Very few of the libraries are in quarters designed for library use. Too frequently they are crowded, dark, airless, uninviting, and surrounded by noisy recreational centers. Workroom, storage, and office areas are not provided. A few of the libraries are notable exceptions to this general statement. Recognition of the value of the library is indicated by the fact that most of them are open at least five days a week and that the hours are as long as those of most public libraries.

While library service in Nebraska's State Institutions needs additional planning, reorganization and adequate financing, each institution does have a library and the need for improvement is recognized by the staff, which provides a firm foundation for the development of quality library service.

RECOMMENDATIONS

On the basis of the information collected, the following recommendations are presented for consideration as plans are made for improved library services to people in Nebraska state institutions:

I. The appointment of an institutional library consultant whose major areas of responsibility might include:

   a. Assisting each institution in the development of a long-range plan.
   b. Coordinating efforts within and among the institutions.
   c. Planning in-service training workshops.
   d. Assisting librarians, library committees, and educational directors in the:

      1. Selection and utilization of materials consistent with the needs of the residents and the philosophy of the institution.
      2. Evaluation, weeding, and organization of the collections.
      3. Expansion of services to all residents.

II. The development by the Nebraska Library Association of state standards for library service to institutions.

III. The exploration of all areas of cooperation, on both informal and contractual bases, between institutional and public libraries.

   a. Bookmobile service
   b. Story hours
   c. Book discussion groups
   d. Inter-library loans

IV. The full utilization of materials and services available from the Nebraska Public Library Commission:

   a. Films, records, tapes
   b. Inter-library loans
   c. TWX service
   d. Talking books
   e. Books in large type

V. The evaluation of existing staff libraries to determine whether it might be feasible to develop relatively small collections in individual institutions and rely heavily on inter-library loans from those which already have collections of some depth.

VI. Consideration of the possibility of closer coordination of all the libraries within each institution.

VII. The planning of workshops for public librarians to alert them to the opportunities for service and to help them develop an understanding of the library needs of institutionalized readers.

VIII. The development of priorities for the use of such funds as are provided under Title IV A of the LSCA, with highest priority being given to those libraries which have an on-going program of service (or a well-developed plan) which is an integral part of their treatment and rehabilitation programs.

IX. The critical evaluation of all collections in terms of the readers' needs and interests, and the establishment of a small, current basic reference collection in each library.

PROFILES OF THE INSTITUTIONS

PENAL AND CORRECTIONAL INSTITUTIONS

The NEBRASKA PENAL AND CORRECTIONAL COMPLEX, located in Lincoln, is divided into two units. The penitentiary unit has an inmate population of approximately 765, with an age range of seventeen to sixty-seven years. Although the average length of stay is two and a half years, this is the state's maximum security institution, and a number of the inmates are serving long-term sentences. The Reformatory unit houses some 200 inmates ranging in age from sixteen to fifty-one. The length of stay is much shorter, averaging about one year.

Forty per cent of the inmates in the two units are functionally illiterate, and the average grade placement of the remaining sixty per cent is 7.9. School is mandatory for all under the age of twenty-two. The Laubach system of teaching is used with the illiterates. College courses are available, both in the form of classroom instruction and correspondence courses.

Materials and Equipment. A book collection of approximately 12,000 volumes is housed in the Trusty Dormitory and the school at the Penitentiary. An additional 3,000 books are in the Reformatory library. With the exception of three sets of encyclopedias purchased in 1966, all books are gifts. The small school collection, shelved in a storage closet adjacent to the Penitentiary classrooms, is seriously in need of expansion and up-dating to serve the educational needs of the students.

A start has been made on a title and shelf list catalog in the Trusty and Reformatory libraries, and although the Dewey scheme is not used, a classification system has been developed so that books are organized by subject areas and specific books can be located. A mimeographed list, arranged in broad interest catagories, is kept current for the use of Penitentiary inmates not permitted access to the library.

Some two hundred paperbacks are provided and, like periodicals, are treated as expendable materials. Periodicals, received from magazine agencies as off-sale copies, vary in number and type from month to month. No audio-visual materials or equipment are a part of the library resources.

Personnel. All three of the libraries are staffed by untrained inmates who work under the supervision of the Director of Education. Even though the Director has many other duties, he has shown his appreciation of the value of library service in preparing two reports for the Warden suggesting possible improvements and has implemented many of the proposals.

Facilities. The main library, in the Trusty Dormitory, is light, airy and spacious. Tables and benches are supplied for inmates for study and recreational reading. The library is open from nine a. m. until ten p. m. every day, except that it is closed until noon on Sunday. The long hours make it possible for any trusty inmate to use the library regardless of his work or school schedule. The school collection, maintained exclusively for educational purposes, is accessible only to students. The limited space and the small collection do not adequately support the school program.

Inside inmates cannot go to either of the libraries, but a copy of the mimeographed book catalog is provided for each group of forty men. From this, they request the books they wish once each week and the books are delivered by book cart. Book depositories are provided in each cell block to aid in the prompt return of books.

The Reformatory library, like that in the Trustee Dormitory, is inviting and well ventilated. It is located near the classrooms and is easily accessible to all inmates. The fact that it is open only during school hours may limit its effectiveness for recreational reading.

Services. Library services include the orientation of new inmates and a discussion of the catalog system. Limitations imposed by the lack of funds and untrained staff are offset to some extent by the institution's philosophy of the library's importance in the education and rehabilitation of the inmates. The resources and services of the Lincoln City Library, the Nebraska Public Library Commission and the University of Nebraska are already being used to augment those provided by the institution.

The WOMEN'S REFORMATORY, in York, houses approximately fifty-five inmates who range in age from sixteen through sixty-one. The average length of stay is three years. At the present time, twenty-six women are enrolled in classes and correspondence courses.

Materials and Equipment. The eight hundred volume book collection which is shelved in broad reading areas consists largely of gifts. Three newspapers and six periodicals are available for general use. In addition, many of the inmates have personal subscriptions to approved magazines. Four old sets of encyclopedias are kept for reference purposes. The duplicate titles of books and extra copies of magazines are sent to the Indoctrination floor and are considered expendable. An extensive collection of dress patterns and fancy work patterns are housed and circulated from the library. In the school classroom a few textbooks and supplementary materials are available to the students. All new materials are selected by the Superintendent and Staff and it was indicated that they felt a need for materials on hobbies, grooming, and fiction, as well as current reference books. One film projector and one tape recorder are owned by the Reformatory.

Personnel. The services of a professionally trained librarian are not available. An inmate is selected to take care of the library facility and the circulation of books. She is expected to keep the books organized and attempts have been made to provide author and title cards.

Facilities. The library is located in a small basement room in West Hall. While a larger room might be available in another building, the present facility has the virtue of being accessible to a large percentage of the inmates. The make shift furniture consists of shelving, tables, and a few chairs.

Services. The library is kept open from 10:00 in the morning through the afternoon and again from 7:30 to 8:00 in the evening. Thus, it can be used as the inmates' work schedules permit. They may come to the library three at a time to check out as many as two books and four magazines. Staff

members encourage reading on an informal basis but while the library is in charge of an inmate, there can be no on-going planned program of library services. It was reported that staff members have library cards and frequently check out books for the inmates from the York Public Library.

The BOYS' TRAINING SCHOOL, at Kearney, cares for approximately two hundred and eleven boys, ranging in age from twelve to nineteen. The average length of stay is seven and a half months. Since school is mandatory for all under the age of sixteen, ninety per cent of the boys are in the school program. Of these, fifty per cent attend classes full time, while the others are in school on a half-day schedule and attend vocational training classes the rest of the day. West Kearney High School is an accredited school, and the average educational level of the boys is ninth grade.

Materials and Equipment. The book collection of 3,518 titles includes approximately 150 "permabound" books which are popular with the boys and considered satisfactory by the staff. Approximately one-half of the 113 books added in 1966 were purchased, the rest being gifts. The reference collection is inadequate and out-of-date. There are some excellent books in the collection but there is evidence of the need for weeding. Materials in the areas of science, hobbies, crafts, and recreational reading are especially needed. Subscriptions to thirty-one periodicals and three newspapers are budgeted. Also included are thirty-six records, 200 filmstrips and a small number of pamphlets. A projector, tape recorder, filmstrip projector and record player comprise the audio-visual equipment.

Personnel. The librarian is a certificated teacher with an M.S. degree in Education and 15 hours of Library Science. Her responsibilities include the ordering and cataloging of books and audio-visual materials, ordering films, and study hall supervision. An English teacher is assigned to library duties one period each day, and one boy assists the librarian.

Facilities. The library is located near all classrooms and is adjacent to the principal's office. The shelving is inadequate for the present collection. Plans to move the library into a larger room in the near future will permit more functional shelving and a more informal arrangement in seating. Provision for work and storage space is needed in planning the new facility.

Services. The library is open during school hours only. However, cottage parents periodically check out up to thirty-five books, taking them to the individual cottages. The fact that the boys have little space in the dormitories to keep books is probably a limiting factor in the use of recreational materials. A tour of the library and an opportunity to check out books is a part of the orientation program for new boys. Grade school teachers have collections of supplementary books in their classrooms. Grade school boys have access to the library in class groups, although the collection, in general, is not planned for this age group.

The GIRLS' TRAINING SCHOOL, located at Geneva, has a population of approximately eighty boys and girls. The ages of the girls range from twelve to nineteen and the boys from nine to twelve. The average length of stay is from twelve to fifteen months. The curriculum for the fully accredited school follows the general requirements of the State Department of Education. A school library is located in the educational facilities.

Materials and Equipment. The book collection of approximately 2,300 books, of which 242 were purchased in 1966, is entirely school oriented in keeping with the institutional philosophy. The fifty titles added recently for the use of the boys follow the same pattern of selection. As a school collection the books are reasonably up-to-date and are cataloged for efficient use. The eight periodical subscriptions include titles of special interest to teen-age girls. Back issues of appropriate magazines are bound. The Abridged Readers' Guide to Periodical Literature is available in the library. Newspapers are not permitted. Five hundred and seventy-two filmstrips, thirty-four records, and a small number of pamphlets are used in the school program as are several projectors, tape recorders, and record players.

Personnel. A teacher-librarian who has had fifteen hours of Library Science is assigned to the library for two periods a day. In addition she teaches four classes of Home Economics and one class of General Science. She has the responsibility for selecting, ordering, and cataloging books and other materials. She is assisted part-time by one of the inmates.

Facilities. The library-study hall room is part of the educational plant. While shelf space is adequate at the present, additional shelving will soon be needed. There is no workroom or storage area. The use of the library as a study hall seriously affects its accessibility.

Services. The library is open during the entire school day for study hall purposes. Students have access only to those books assigned by the teachers. Once a week fifteen minutes' time is allocated to each cottage for the purpose of checking out books. However, only those students whose grades are satisfactory are permitted to check out books for recreational reading.

Library skills are presented as a unit in the English classes. There is no planned program of library orientation for new inmates. The librarian gives assistance to the students during the two hours a day she is in the library, but because of the limitations of time there is little opportunity for the librarian to reinforce the library skills or to initiate an effective program of library service.

There is apparently a need for a few basic reference books in each cottage for use during the evening study hours since the library is not open at night.

According to the librarian some use of the Geneva Public Library is made by the teaching staff.

MENTAL INSTITUTIONS

The HASTINGS STATE HOSPITAL, located at Ingleside, has a patient population of approximately 1,178. The age levels include ten per cent under twenty years of age and thirty per cent over sixty years of age. The average length of stay is ninety days. No school instructional program is available, but an active Vocational Rehabilitation program is carried on. The library is administered as part of the Recreational Department.

Materials and Equipment. The book collection consists of 3,569 hardbacks and seventy-five paperbacks. Of these eighty-three are new titles added in 1966. An author-title file is available, and the unclassified books are arranged on the shelves in broad subject areas. There is need for weeding of obsolete titles and worn out books in order to enchance the attractiveness and usability of the collection. One hundred one local Nebraska newspapers are gifts to the institution and three newspaper subscriptions are purchased. Thirty-two periodical subscriptions along with some one hundred records have been acquired. Filmstrips are borrowed from the Hastings City Library and other sources. The audio-visual equipment includes projectors, tape recorders, and record players.

Personnel. The library staff consists of one person who has had three years of Normal Training but no formal Library Science courses. In addition to keeping the library open she has some responsibilities as a recreational aide. At one time an assistant staff member was employed.

Facilities. The library is located on the second floor of the recreational building. The large room is presently being remodeled and should make an attractive facility in spite of substandard equipment and shelving.

Services. The library is open from 8:00 to 4:30 and patients may use the facility as their schedules permit. Once a week, the book cart serves patients in the wards who are unable, for various reasons, to use the central library.

Titles of new books added to the library are publicized through the hospital newsletter. The library attendant would like to resume such services as book talks, discussion groups, and orientation of staff and patients to the library. These services were available to a degree when an assistant was on the staff. There was some indication that a limited number of patients use the Hastings Public Library.

Staff Library. The 1966 inventory indicates a collection of 2,494 books and bound journals. These are well-organized for efficient use. Eighty periodical subscriptions are purchased.

The library is located in an attractive room furnished with comfortable chairs and tables. A secretary is in charge of the circulation, ordering, and general nonprofessional services.

Considerable effort is made to keep the collection of materials current in order to serve the student nursing program as well as the needs of the professional staff. A representative group of professional staff members make up the membership of the library committee which evaluate and select materials for the collection.

The LINCOLN STATE HOSPITAL cares for 1,200 emotionally disturbed patients who range in age from three years to the very elderly. The chronic patients (80-90% of the total) average a fifteen year stay in the Hospital, while the others remain for one to six months. The average educational level is eighth grade. Enrollment in the school program is required for those of school age who are capable of learning. Classes are conducted on all grade levels represented by the ninety students with correspondence courses used as needed. The six teachers are assigned half-time to the school and half-time to the security wards.

There is no actual vocational training. The Vocational Rehabilitation Service does assist with long-range training on an individual basis. Work assignments to the 150 job positions are also made on an individual basis.

Library services in the Lincoln State Hospital are divided into three areas to meet individual needs--the school library, the patient library, with a branch in the security building, and the staff library.

School Library Materials and Equipment. Approximately one thousand recently purchased titles make up the book collection. All are cataloged and shelved in accordance with approved library practices. Basic school library selection tools have been used in building the collection, which is curriculum oriented. Additional help in the selection of books for recreational reading might be obtained from some of the more specialized bibliographies. All types of audio-visual equipment have been purchased with ESEA Title I funds--opaque, movie and slide projectors, tape recorders, viewers, and a listening center. The teachers believe that greater student interest in class work might be aroused through more extensive use of films, especially in the social study classes, and they also wish to add to the film strip collection.

School Library Personnel. The school principal is responsible for the library, for book selection, and cataloging. A public school principal has been employed as part-time consultant for the past year. A clerk (part-time) performs circulation routines, etc.

School Library Facilities. Well-located for school use, the library is inviting, cheerful and comfortable. Shelving and equipment are new and suitable for library use.

School Library Services. The library is open to all students during the school day for study and browsing. Teachers check out books for use in the classroom. The principal and teachers cooperate in reading guidance. Patients in the security wards do not go to the library, but teachers take dust jackets to the wards to encourage children to ask for books they wish to read.

Patient Library Materials and Equipment. The book collection of nearly 14,000 volumes (including 300 paperbacks) is divided between the main library and a branch located in the security building. Almost 200 books (purchases and gifts) were added in 1966. A card catalog is maintained in both units and books are classified and shelved by classes. Weeding of worn-out and obsolete titles, and the addition of current basic reference books would greatly improve the collection.

Other library materials include thirteen newspapers, seventy magazine subscriptions, forty-two filmstrips, a small pamphlet file and an extensive picture file. Audio-visual equipment consists of a film projector and two filmstrip projectors. A record player is used chiefly by the music department, and the record collection is kept in that department.

Patient Library Personnel. The two library units are staffed by a chief librarian, one full-time assistant, and one part-time assistant. The chief librarian, who is professionally trained, performs administrative duties, catalogs new books, compiles reports, supervises the inter-library loan service, and gives reading guidance to patients and staff. Duties of the part-time assistant, a former teacher, are circulation and the writing of progress reports on new patients. The full-time assistant, who also has had college training and some library work experience, is in charge of the branch library. Her duties are varied--book truck and magazine service to the wards, bulletin board displays, writing library news for the patient newspaper and progress reports on the patients.

Patient Library Facilities. The main library reading room, in a centrally-located building, is large enough to provide the needed seating space and to shelve the books. It is easily accessible to the able, capable patients from 8:00 a.m. to 5:00 p.m., Monday through Friday. Office and storage space are a part of the library facility. The reading room is adjacent to a multi-purpose auditorium, rest rooms, and a small kitchen. The branch library is smaller, more attractive in appearance, and provides a more informal atmosphere. Since it is located in the building where the men live, patients can easily use the library during the same hours as the main library.

Patient Library Services. Information about the library and encouragement to check out books are part of the orientation of new patients and staff members. Closed ward patients visit the library for an hour at scheduled times and the librarians assist them. All patients receive help from the librarians in finding books on their individual reading and interest levels, and the librarians cooperate with the doctors in recommending books suited to the needs of individual patients. Library service to the wards consists of selections made from a book cart and bundles of magazines sent to each ward as expendable material. The librarians report extensive use of inter-library loans from the city library, the Public Library Commission, university libraries and special libraries to obtain materials for both patients and staff.

Staff Library. The staff library, adjacent to the main reading room, is a collection of professional books, many given to the library by doctors who no longer had use for them in their personal libraries. They are cataloged and arranged by classification. Subscriptions are purchased to a number of professional journals which are retained as bound volumes.

Staff concern about the very limited use of this library and comments about the cost of keeping the collection current, as well as mention of inter-library loan service from the Nebraska Psychiatric Institute and the Nebraska College of Medicine, indicate the need for an evaluation of the library. It is possible that retention of the bound journals and current subscriptions, the purchase of a small collection of basic medical books, and greater dependence on inter-library loans might increase the utility of the staff library.

The NORFOLK STATE HOSPITAL cares for approximately 750 patients who range in age from the adolescent to the aged. Their length of stay varies from one month to a lifetime. No regular school program is offered, but correspondence courses are available to those who can profit from them. Each ward arranges its activity program to meet the needs of the patients residing in the individual wards. Therefore, the opportunities to use the library are dependent upon the schedule of activities.

Materials and Equipment. The hardback collection of 3,869 volumes and the paperback collection of 300 titles are centralized. One hundred eighteen new book titles were added in 1966 through purchases and gifts. Books are organized with shelf-list and author cards. The appointment of a library committee and the use of standard selection tools could improve the quality of selection. The reference collection is out-of-date. The library subscribes to twenty-nine periodicals and four newspapers. Puzzles, games, and records may be used in the library or checked out by the patients.

Personnel. Two full-time employees, who have had no formal Library Science training, work in the library on a regular basis. They select and order books, arrange for the circulation of materials in the library and the wards, and provide some guidance to the patients who come to the central library.

Facilities. The library facility, centrally located, includes one reading room and three adjoining conference-size rooms which are used for an office, a reference room, and a multi-purpose activity area. A crowded hallway is also utilized for the shelving of paperbacks. Comfortable chairs and tables are located in the reading room. Additional shelving is needed, but judicious weeding of the collection would solve the problem for the present. The other areas of the library complex are sparsely furnished.

Services. The two staff members keep the library open from 8:00 to 5:00 every day except Sunday and many of the patients are free to come whenever their schedules permit. Three wards have designated hours for the patients to come as a group. During the period of time when a coffee hour was held in the library, approximately 3,600 patients a month came to the library. Since the coffee hours have been discontinued, the attendance has dropped to 1,800 people a month.

Approximately 170 books are checked out each month. Talking Books are made available to three patients. On a monthly schedule ten books and fifty magazines are sent to each of the nine wards which have patients unable to come to the library.

Staff Library. The staff and patient libraries are completely separated both physically and administratively. During the last two years the staff library has been reorganized into a usable, up-to-date collection which is housed along one wall of the general conference (staff) room. A secretary is in charge of the collection. About thirty journals are bound annually. In addition to their own collection of books and journals, the members of the staff use the resources of the Nebraska Psychatric Institute extensively and are pleased with the services they receive.

The NEBRASKA PSYCHATRIC INSTITUTE, in Omaha, serves approximately eighty patients who remain at the Institute for an average of forty-four days. All adolescents are required to attend school while adults may enroll on a voluntary basis. The educational levels range from the functional illiterate to the college graduate.

Materials and Equipment. The book collection numbering 750 hardbacks and 250 paperbacks is unorganized and badly in need of weeding. The quality of the gift collection leaves much to be desired. In addition to books, twenty-four magazines, two newspapers, and two hundred records are available. Two record players have been purchased. The Staff made mention of small collections of books in each ward which they considered inadequate in quantity and quality.

Personnel. The library is considered part of the recreation program and is one of the responsibilities of the Director of Recreation and Volunteer Services. Aides, orderlies, and patients perform some of the clerical duties such as checking out books and shelving materials. At the present time the only person who is qualified to give professional assistance is the librarian of the staff library.

Facilities. The room, 17' x 14', is located adjacent to the recreation area and occupational therapy section. It has shelves for books and magazines. The furniture is not comfortable or attractive. The physical appearance of the room and the noisy disturbances such as playing of games and records do not encourage the reader to use the facilities.

Services. Lack of trained personnel and inadequate collections of materials preclude an on-going program of library services. Hopefully, an interested representative committee composed of professional personnel is now actively taking steps which will result in improved library services. Special mention has been made of cooperative arrangements with the local public library in the areas of book discussion groups, field trips, and borrowing from a more extensive collection of materials.

Staff Library. The 4,500 volume library housed at the Nebraska Psychiatric Institute is staffed by a full-time librarian with fifteen hours of Library Science and five years of professional experience. In addition to books, the staff has access to 180 taped academic lectures, 130 academic journals, a pamphlet file, and microfilm with a microfilm reader. A staff committee with the assistance of the librarian, selects the materials. Books are classified and cataloged.

There is need for additional space in the library and plans for expansion are underway. The room is comfortably furnished and inviting to the user.

Cooperative arrangements with the University of Nebraska Medical College Library provides a wide range of services. In addition, excellent working relationships have been established with the Creighton Medical Library, the Gene Eppley Memorial Library at the University of Omaha, and the University of Nebraska Library. The library at the Nebraska Psychiatric Institute is a valuable source of specialized materials and services to such institutions as the five mental health clinics and the Norfolk and Hastings State Hospitals.

The BEATRICE STATE HOME cares for some 2,300 mentally handicapped patients. Ranging in age from the very young to the very elderly, the patients remain in the institution an average of 15.7 years. The average grade level of the four hundred residents enrolled in the school program is the lower first grade.

The educational program, adapted to the needs of the patients, consists of a school for the educables, occupational therapy, ward classes for the physically limited, a training school, music, homemaking, and a Scouting program. Major emphasis is on teaching personal care, survival words, and leisure time activities. The more capable patients, who are in the work study program and who may later find employment outside the institution, have special needs for learning occupational living skills and developing leisure time interests and hobbies, otherwise when they leave the Home, the use of their free time becomes a serious problem.

Materials and Equipment. Twenty hardback books and forty paperbacks, along with two new encyclopedias, make up the present book collection. Additional books have been ordered with ESEA Title II funds. Several periodicals of value to teachers are purchased, as well as fifty copies of the " Weekly Reader " which are used in the classrooms. More emphasis has been placed on the purchase of audio-visual materials -- sixty records, eight tapes, fifty-seven filmstrips and 120 pictures. Three film projectors, four tape recorders, four film strip projectors and sixteen record players are used.

Facilities. Plans have been made to convert the teacher's lounge into a central library. This will provide a pleasant room, near all classrooms, with sufficient shelving for the anticipated collection. It is hoped that the library can be staffed so that residents not in the school program will also be able to use the facility.

Services. The need for traditional library book service will always be limited by the capacities of the residents, but the provision of the high interest-low vocabulary reading materials is a special concern of the staff. Audio-visual materials have proved useful in the educational and recreational program and their use will be expanded. Staff members are interested in giving the patients an opportunity for as many different types of educational experiences as possible and appreciate the value of their school library and the public library in this endeavor.

MEDICAL FACILITIES AND HOMES

The HOSPITAL FOR THE TUBERCULOUS, in Kearney, cares for approximately seventy patients whose average length of stay is eight months to one year. Forty per cent of the patients have a high school education and eight per cent have a college degree. Since rest is an important feature of the treatment, there is no school program, but patients whose period of hospitalization is extensive may take correspondence courses. At the present time, the population includes several mentally and physically handicapped children from the Beatrice State Home.

Materials and Equiqment. The book collection of 3,400 volumes includes 150 paperbacks. In 1966, 110 new titles were added by purchase and gifts. Recently published reference materials appear to be completely lacking. An author-title catalog is maintained for the collection. With the exception of picture books, there is little reading material for children. The library subscribes to twenty periodicals and has received 150 records as gifts. Audio-visual equipment consists of a film projector and a record player.

Personnel. The Rehabilitation Coordinator is responsible for the library and the selection of books. She is a former public school teacher and has taken some Library Science courses. The assistant librarian, a high school graduate, assists in checking out books in the library and takes the book cart to bedfast patients.

Facilities. The patient library is located in a basement room, and while it does not appear inviting, the librarian estimates that sixty per cent of the patients make use of the facility. It is satisfactorily located in terms of access without undue physical effort. The equipment, in general, seems adequate for its purpose. The shelves are crowded, although the needed weeding of the collection would solve the problem temporarily. The arrangement of books on the shelves is by author, but enough books are out of place to make location of specific titles difficult.

Services. Upon admittance patients are informed of the availability and location of the library, but only those whose health permits are able to use it directly. Others depend on books and periodicals chosen once a week from the book cart. Staff members report that almost all patients select reading materials from the traveling cart. It is possible that the patients would profit from a positive approach to reading guidance.

Staff Library. A small reference collection for staff use, located in a room adjoining the doctor's office, is easily accessible and is reported to be satisfactory.

The NEBRASKA ORTHOPEDIC HOSPITAL, located in Lincoln, cares for approximately sixty-four patients whose ages range from infancy to twenty-one years. The average length of stay is one month, and during this time the patient attends classes except for the recovery period following surgery. Three classrooms are used for grades one-three, four-six, and seven-twelve. A limited number of supplementary materials and trade books are located in each classroom. There is no centralized collection.

Materials and Equipment. Approximately 2,139 volumes are housed in the three classrooms. The collections are not organized in any way. Encyclopedias with 1966 copyright dates are located in the two upper grade rooms. Copies of such magazines as The Instructor and Grade Teacher are available to the teaching staff. One newspaper subscription is purchased. Many of the books and magazines found in the classrooms have been received as gifts; consequently the staff recognizes the need for careful weeding. This last year the Hospital used ESEA, Title I, funds to purchase such audio-visual equipment as projectors, tape recorders, and record players.

Personnel. The three teachers and the Educational Director are responsible for the materials and equipment. The leadership and technical skills of a librarian are missing.

Facilities. There is no centralized library. A small room off the main corridor is used to store the audio-visual equipment and with some minor adjustments could house an organized central library collection to which individual students might go for browsing and from which teachers could check out materials for the classroom.

Services. Minimal library services are available to students and teachers. The staff, recognizing the need for improvement, has been exploring ways in which library services could be developed. Some of the possibilities discussed have been: bookmobile service, professional consultant service to assist in the organization of the classroom collections, story hours held at a public library, book loans to supplement their own resources, and the building of a basic reference collection for the professional staff. With the small number of patient library users, as well as their constant ever-changing needs, the teaching staff knows it is difficult and expensive to build a large, well-rounded library collection and to provide the needed services. Therefore, identifying areas of cooperation where resources and services of local and state libraries can be used to advantage has become a challenge.

The SOLDIERS AND SAILORS HOME, in Grand Island, cares for about 325 patients, of whom 270 are residents. The Home admits any honorably discharged veteran who has lived in Nebraska at least two years. Wives and widows of veterans and Gold Star Mothers are also eligible. Patients range in age from forty-four to ninety, with the average age being more than seventy. While patients are admitted and discharged on a voluntary basis, the average length of stay is approximately seven years. There are no educational or vocational assignments, but patients may request work assignments. Participation in any activity is entirely voluntary.

Materials and Equipment. The book collection (1,636 hardback books and 200 paperbacks) consists entirely of gifts. Reference books are too out-of-date to be of use to the readers seeking reliable information. A large percentage of the books offered for browsing and recreational reading are old, unattractive, and of doubtful interest to the patients. The collection is not cataloged or organized. Periodicals of interest to the residents are placed in the various reading rooms. There are also some fifty records, fifteen filmstrips, and a small pamphlet collection. A projector, two tape recorders, and two record players comprise the audio-visual equipment.

Personnel. Responsibility for library service is one of the duties of the Chaplain-Recreational Director.

Facilities. The book collection is shelved in seven reading rooms in four buildings. The rooms vary in their attractiveness and comfort, but all have the advantage of being open and accessible to the patients at all times. The new building, now under construction, is planned to include a central library. This will make it possible to organize the collection and adopt some method of checking out and returning books. From this central collection, books can be placed in the reading rooms and changed at frequent intervals.

Services. There is no planned program of library service, but there are books for patients who wish to read. Apparently there is need for book cart service to patients who are not ambulatory. Two patients have Talking Book machines, but their use is limited because of fear of disturbing roommates and because the aides are too busy to assist in their use. Interest was expressed in large type books for several visually handicapped patients and in expanded film programs. For those people who have continued their interest in educational and recreational reading, bookmobile service or encouragement to use the public library might provide a wider selection of reading material.

EDUCATIONAL INSTITUTIONS

The SCHOOL FOR THE DEAF, in Omaha, has an approved educational program for students. At the present time, 150 pupils are enrolled in grades one through twelve and thirty-three teachers, including three administrators, are employed. In many respects the total school program resembles that of the local public school but, in addition, the School for the Deaf provides for the specialized needs of boys and girls. Federal funds have been extensively used to add library and audio-visual personnel and to provide for additional equipment, materials, in-service for the teaching staff, and consultant services to the school.

Materials. The hardback book collection of 2,330 volumes and the paperback collection of 142 titles are curriculum oriented to meet the educational needs of students in grades one through twelve. In 1966, forty-three new volumes were added. Subscriptions to forty-six periodicals and one newspaper are purchased. Ten records, 355 filmstrips, and a quantity of locally produced transparencies comprise the nonprint collection. All materials are organized or are in the process of being organized for efficient use. Captioned films are extensively used. The audio-visual equipment includes projectors, tape recorders, and record players.

Personnel. The library instructional media center is staffed by two full-time professionally certificated people. The librarian holds a BA degree with a major in librarianship and the audio-visual specialist plans to participate in an NDEA Institute for audio-visual coordinators during the summer of 1967. They work together cooperatively in meeting the needs of the individual student.

Facilities. In May, 1967, the library instructional media center was moved into a temporary suite of four rooms located on the first floor of a classroom building. The location is reasonably accessible and will be adequate until a larger facility for which plans have already been drawn becomes a reality.

Services. From the library 5,568 books were circulated during 1966-67. Great emphasis is placed on meeting student needs through reading and viewing guidance and the producing of transparencies and other materials for classroom communication.

The librarian has borrowed books from the Omaha Public Library and reports that at present 171 adult and juvenile books from that library are on loan to the school. The interest of students in reading as shown by the circulation statistics is evidence that the supplementary loan collections are making a

contribution to the small school library. Other areas of cooperation such as bookmobile stops and field trips to a public library are possibilities that may further enrich the educational experience of the students.

The NEBRASKA SCHOOL FOR THE VISUALLY HANDICAPPED, located at Nebraska City, has an enrollment of approximately eighty students in grades kindergarten through twelve. Of this number, one-third are registered for high school courses. Eighteen teachers are employed for the instructional program.

Materials. Presently the library holdings--Talking Books, books in Braille, books in large print, and a few trade books--total 3,852 volumes of which fifty-six are titles purchased in 1966. The school subscribes to twenty-one periodicals and one newspaper and owns some records and tapes. From the Nebraska Public Library Commission, Library for the Blind and Physically Handicapped, a supplementary collection of materials is on long-term loan. The materials are organized with a card catalog prepared in regular print, large print, and Braille.

Eleven projectors, twenty tape recorders, and six record players are used to meet the special needs of students.

Personnel. The librarian, with fourteen hours of Library Science courses, has the responsibility for organizing the collection and encouraging its utilization. She is assigned to the library four periods and teaches three English classes. Two clericals are on the staff to assist with the Brailling, filing of cards, and shelving of materials.

Facilities. The library is part of the new attractive educational building. It is accessible to the classrooms, functional, and inviting to users. However, the floor space is limited and there is need for additional shelving. Future plans for the school should include an expansion of the library facility.

Services. Orientation of new students and faculty members to the library and the teaching of library skills are offered on both an individual and group basis. In addition, the library skills are reinforced through class assignments.

During the 1966-67 school year, 1,930 books were circulated. The students have access to the library which is also used as a study hall. The facility is open in the evening on request. As needed, books are borrowed from the Nebraska Public Library Commission and other schools for the visually handicapped.

The NEBRASKA STATE SCHOOL FOR TRAINABLE MENTALLY RETARDED CHILDREN, at Cozad, is a residential five-day school. Approximately thirty students with an age span from five to seventeen years are enrolled in the educational program which is divided into three levels: primary, intermediate and upper group. Classes in ceramics, painting, physical education, speech and industrial arts

are provided in addition to a basic curriculum geared to the student's ability. The teaching staff includes three teachers and the principal. A one week camping program is offered during the summer. There is no centralized library.

Materials and Equipment. A minimal number of curriculum oriented books, easy books, and records are housed in the classrooms. In addition to these materials the teachers borrow books from the Cozad Public Library and filmstrips from the Bureau of Audio-Visual Instruction, Extension Division, University of Nebraska. The principal indicated a need for current reference materials for students and teachers.

Facilities. There is no central library facility. Materials and equipment are housed in individual classrooms and the office area.

Personnel. The principals and teachers share responsibility for selection and utilization of materials.

Services. The responsibility for utilization of materials rests with the individual teacher. The Cozad Public Library has served as a supplementary resource for books and field trips.

The STATE HOME FOR CHILDREN, located in Lincoln, receives dependent or neglected children of normal and sound mind under eighteen years of age who have been committed to the Home by a Juvenile Court of Nebraska. Children may be accepted for care when voluntarily relinquished by parents. There are some children who receive temporary care that have not been committed. In these cases, the cost of care is paid by parents or guardians. The average number of children in residence is 147. House parents are employed to live with a limited number of children of each age group.

An approved school is operated at the Home and the school library is in the process of being strengthened.

Materials. The school library collection has been quite limited. With the aid of ESEA funds and state funds, additional books are being added in the summer of 1967. Additional library materials are needed.

Facilities and Personnel. With the improved educational program which has been initiated there will be improved facilities and staff for the library.

Services. Great interest was expressed by the staff in improving library services through loans of books from the Lincoln City Library and through the development of a program for story hours and reading programs, with the assistance of the City Library.

APPENDICES

INSTITUTIONS COOPERATING IN STUDY

The sixteen state institutions listed are under three agencies of state government. The first twelve are under the Department of Public Institutions. The following three are under the Department of Education, and the last one is under the Public Welfare Department.

Nebraska Penal and Correctional Complex, Lincoln
State Reformatory for Women, York
Boys' Training School, Kearney
Girls' Training School, Geneva
Hastings State Hospital, Ingleside
Lincoln State Hospital, Lincoln
Norfolk State Hospital, Norfolk
Nebraska Psychiatric Institute, Omaha
Beatrice State Home, Beatrice
Nebraska Orthopedic Hospital, Lincoln
Nebraska Hospital for the Tuberculous, Kearney
Nebraska Soldiers' and Sailors' Home, Grand Island

Nebraska School for the Deaf, Omaha
Nebraska School for the Visually Handicapped, Nebraska City
Nebraska School for Trainable Mentally Retarded Children, Cozad

State Home for Children, Lincoln

INFORMATION SHEET

I. LIBRARY STAFF

A. Professional
1. Qualifications
2. Status
3. Responsibilities

B. Non-Professional
1. Qualifications
2. Status
3. Responsibilities

II. MATERIALS

A. Books (Hardback)
1. Total volumes in collection _____
2. New titles added in 1966 _____
3. Source (purchase, gift) _____

B. Paperbacks
1. Total number in collection _____
2. Source (purchase, gift) _____

C. Periodicals and Newspapers
1. Total number of each _____ _____
2. Source _____ _____

D. Records, Tapes, Filmstrips
1. Total number of each _____ _____ _____
2. Source _____ _____ _____

E. Pamphlets, Pictures
1. Approximate number of each _____ _____
2. Source _____ _____

III. AUDIO-VISUAL EQUIPMENT

A. Number of film projectors _____

B. Number of tape recorders _____

C. Number of film strip projectors _____

D. Number of record players _____

IV. ORGANIZATION OF MATERIALS

A. Card catalog (author, title, subject, shelf-list) _____

B. Other _____

V. PHYSICAL FACILITIES AND LIBRARY EQUIPMENT

A. Describe facilities and equipment

B. Describe location in terms of accessibility

VI. BUDGET (Personnel, Collections of Materials, Services, Operating, Supplies, Equipment)

A. Sources (state) _____

B. Sources (federal) _____

C. Sources (other) _____

VII. SERVICES AND PROGRAMS

A. Examples: Orientation of new inmates and staff members

B. Examples: Reader Guidance

VIII. OTHER AVAILABLE RESOURCES

A. Cooperative relations with community libraries (school, public, academic) _____

B. Nebraska Public Library Commission _____

C. Other _____

IX. WHAT WOULD YOU SUGGEST AS THE FIRST PRIORITY TO IMPROVE LIBRARY SERVICES FOR STAFF AND INMATES IN YOUR INSTITUTION?

STANDARDS FOR LIBRARY FUNCTIONS AT THE STATE LEVEL

American Library Association

Chapter III

LIBRARY SERVICES FOR STATE GOVERNMENT

Section 18. *A clear and continuing official relationship should exist between state library agencies and libraries within the institutions which the state maintains for its health, welfare, and correctional programs.*

The purpose of this relationship includes both the initial development of institutional libraries and their continual guidance. The relationship should be set forth in official statements of policy so that it is recognized by institution officials as well as by state library officers. The standards to be maintained can be derived from official library standards for hospitals, schools, and correctional institutions, adjusted to the specific purpose of the agency.

Section 19. *The resources of state institutional libraries should meet the immediate administrative and technical needs of the staff, and should be tied into state resources for specialized materials not held within the institutions.*

The staffs of the institutions are technical state workers just as are employees of government agencies in the capital, and indeed are often specialized in training and skill. Resources at their command should include good working collections, whether in medical, welfare, or penal fields. Like other decentralized departmental collections maintained by the state, those in institutions should be tied into the state library as the second line of defense for specialized materials, and in fact particular attention must be given to rapid communication between the state library and the institutional libraries located at a distance.

Section 20. *The library programs maintained in state institutions should be an integral part of their treatment and rehabilitation programs.*

The institutional library should be more than a marginal adjunct to the institution. It is able to contribute to educational, vocational, recreational, and cultural programs. Bibliotherapy should be developed and utilized in state institutions. Qualified staff members in institutional libraries should participate in staff meetings and in the development of rehabilitation programs.

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